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**MD Health Benefit Exchange**  
**Interagency Memorandum of Understanding (MOU) with the Hilltop Institute**

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The Hilltop Institute (Hilltop), formerly known as the Center for Health Program Development and Management, has provided policy consultation, technical support and program assistance regarding health care reform to DHMH and ultimately to the Exchange since 2011. The Exchange would like to establish a MOU directly with Hilltop for the following services pursuant to the Inter-Governmental Procurement and Cooperative Purchasing guidelines as stipulated in the Maryland Health Benefit Exchange Procurement Policies and Procedures:

Scope of Work	Description
<b>Establishment Level II Grant Development</b>	Hilltop will provide assistance in the development of the Exchange's establishment grant Level II application. The assistance will include: <ul style="list-style-type: none"><li>• consultation and support with the drafting of application material required in a Level II application;</li><li>• the coordination with agencies and program units developing planning or implementation Level II work plans.</li></ul>
<b>Regulations</b>	Hilltop will assist the Exchange in analyzing and drafting regulations as required for the Exchange to fulfill its various mandates.
<b>Reports and Studies</b>	Hilltop will develop and submit written reports including: <ul style="list-style-type: none"><li>• Periodic reports monitoring ACA and Exchange implementation in other states;</li><li>• Option and background papers for internal consideration by the Exchange; and</li><li>• Other studies/analysis as needed.</li></ul>
<b>Administrative Support</b>	Hilltop will provide meeting support for Exchange Board meetings, Advisory Committee meetings and other consultations including: <ul style="list-style-type: none"><li>• Meeting scheduling and logistics</li><li>• Developing meeting minutes or summaries</li><li>• Developing meeting materials</li></ul>
<b>Total Cost Not To Exceed</b>	\$238,626

The Exchange hereby requests approval of an inter-governmental MOU with the Hilltop Institute for an amount not to exceed (Take Up Study \$199,815 + Studies, Administrative, Legislative support, etc. \$238,626 =) \$438,441. If approved, this MOU will be funded with the Planning grant and Establishment Level One grant.